

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.53</u>
SUBJECT: USE OF HEALTH SERVICE FACILITIES PROPOSER: <u>Robert MacLeod, Administrative Dir.</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>01/01/06</u> REVIEW DATE <u>09/15/07</u> SUPERSEDES PPD# <u>6.53</u> DATED <u>11/15/03</u>
ISSUING OFFICER: <u>William Wrenn, Commissioner</u>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. **PURPOSE:**

To provide guidance for the use of Health Service facilities and transportation services by outside agents. The purpose of such access is to permit independent medical exams of inmates for Worker's Compensation and determination of disability as required by state and federal agencies such as Social Security, Vocational Rehabilitation, and Veteran's Administration.

II. **APPLICABILITY:**

To all outside agents who request use of Health Service Facilities, Health Service staff, Transportation staff, and Fiscal Management.

III. **POLICY:**

It is the policy of the Department of Corrections that outside parties such as physicians and psychiatrists, be permitted to utilize treatment areas within Health Services dependent on room availability and payment of a room charge fee, and to allow carriers to schedule independent medical exams outside of DOC facilities dependent upon security considerations. This policy will not apply if DOC requests the exam.

IV. **PROCEDURE:**

A. **Independent Medical Exams Done On-Site**

1. The Medical Record Administrator (MRA) will be contacted by the agency requesting the exam.
2. The agency will inform the MRA of the inmate's name, identification information, and the name of the health practitioner who will be performing the exam.
3. The MRA will schedule the exam at a time that does not conflict with the prison's health care operations.
4. The agency requesting the exam will be notified, in writing, of the date/time of the exam along with the security requirements for entry into the prison.
5. The agency requesting the exam will be required to issue a check to Treasury, State of New Hampshire, in the amount of \$60.00 for use of the room and supplies. Upon

receipt of the check, the MRA will forward it to Fiscal Management.

6. The MRA will send an appointment notice to the inmate, notifying them of the date, time, and purpose of the appointment.
7. The MRA will notify security of the date/time of the appointment and name of the health practitioner.
8. The MRA will notify the Department of Labor after the exam is completed within five working days.

B. Independent Medical Exam Done Off-Site

1. The MRA will be contacted by the agency requesting the exam.
2. The agency will inform the MRA of the inmate's name, identification information, and the name of the practitioner who will be performing the exam.
3. The MRA will contact the Transportation Department, and provide them with the above information.
4. Transportation will contact the practitioner and schedule the exam at a date and time that does not interfere with prison operation requirements. The practitioner will be informed of any security requirements.
5. Transportation will notify the MRA of the date and time of the exam.
6. The agency requesting the exam will be notified in writing by the MRA of the date/time of the exam.
7. The agency requesting the exam will be required to issue a check to Treasury, State of New Hampshire, in the amount of \$100.00 for the transportation. Upon receipt of the check, the MRA will forward it to Fiscal Management.
8. Per usual security procedures, the inmate **WILL NOT** be informed in advance of the exam.
9. The MRA will notify the Department of Labor after the exam is completed within five (5) working days.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition. Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition. Standards

Standards for Adult Probation and Parole Field Services
Third Edition. Standards

Other

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